

Trumbull Day Meeting (by Zoom)
Minutes
May 18, 2021

Present:

Bridget Dial
Traci Galla
Joseph Ruospo
Jennifer Uriguen
Dana Lonergan
Preston Merritt
Vincent Camarota (7:30 pm)
Abigail Whitmoyer

Absent:

Lisa Hughes

Also present:

Lt. Donald Allen, Security coordinator, Trumbull Police Dept.
Joanne Orenstein, volunteer
Kathleen McGannon, Chief Administrative Officer, clerk
William Chin, meeting IT facilitator

Meeting called to order at 7:03 PM by Mr. Merritt.

All rose for the Pledge of Allegiance.

There were no public comments.

Moved by Mr. Ruospo, seconded by Ms. Galla to approve minutes of April 28, 2021 without change.
Vote: 7-0-0

Moved by Ms. Dial, seconded by Ms. Galla to take Lt. Donald Allen first in order to allow him to leave the meeting.
Vote: 7-0-0

Lt. Allen stated that he would again do his best to contain costs for police security to a reasonable amount, as he did in 2019. He sees nothing that would cause an increase in the cost if we are running things as we did in 2019. Mr. Merritt mentioned that we may only use one gate and possibly could use a slightly reduced number of officers but will speak with Lt. Allen as the event gets closer. Lt. Allen would like to meet at the field when the commission does it field plan and markings. As there were no further comments, Lt. Allen left the meeting at 7:10 PM.

Mr. Merritt presented a balanced budget for the commission to review.

TRUMBULL DAY 2021	
7-2-7/3	
	<u>Plan</u>
	<u>2021</u>
INCOME	
SPONSORS	19000
RIDES	38000
FOOD VENDORS	7500
BEER/WINE	7500
TOTAL INCOME	72,000.00
EXPENSES	
FIREWORKS	19000
ENTERTAINMENT	7250
SOUND	1250
STAGE	1800
POLICE	22000
BEER/WINE	1100
ADVERTISING	2500
DUMPSTERS	400
FIRE MARSHAL	2500
FIRE DEPT	2500
EMS	1300
MISC	1000
TABLES/CHAIRS	2000
TOILETS	2400
GENERATORS	1800
Rotary Split	3200
TOTAL EXPENSES	72,000.00

The budget is, as always, dependent upon weather.

Carnival Report

Ms. McGannon to speak with Purchasing about updating the 2019 contract with Stewart to reflect the new dates for 2021.

Fireworks

Fire Marshal Megan Murphy is in charge of the permit and reported to Ms. McGannon that it is being handled. The Fireworks company will be asked for a possible later delivery time to reduce the hours of attendance for the fire department to be on site.

Food Trucks

Ms. Galla reported that she has 15 food trucks: 8 dinner and 7 dessert-type.

Three have returned all paperwork and have paid. The others are in various stages of paperwork/payment. Ms. Galla stated that this is very common at this point in the planning. She is continuing to work with those who expressed definite interest, as well as looking to find a few more trucks, particularly a seafood truck. Ms. Galla will send her list to the committee members.

Entertainment

Ms. Dial presented the Entertainment schedule:

Friday: The Bernadettes, 7-10 PM Contract needs to be signed. (Ms. McGannon)

Saturday: Tony Silber, 3-5 PM

Parrotbeach, will play before and after the Fireworks. Contract was signed in 2019 and is being extended for use this year.

Showmobile

Reserved.

Rotary

Mr. Lonergan will take care of the signatures for the Memorandum of Understanding between the Trumbull Rotary and the Trumbull Day Commission.

Sponsorships

Ms. McGannon reported \$6,500 in pledges so far. Given the late timing of the sponsorship request, it is expected that sponsorship money will be delayed in coming in. People's Bank has pledged \$1,000.

The commission requested that Ms. McGannon send the sponsorship form as well as the Friends and Family Sponsorship form to the members, as they may have some contacts that have not been approached. Ms. McGannon is waiting for the donation link to be set up for the Friends and Family Sponsorship to put on the website and social media.

Vendors

Ms. Orenstein reported that not many vendors have contacted her as of this date. Code Ninjas has asked for a booth. Some non-profits have requested space. The charge for a non-profit is a refundable \$50 deposit to hold the spot. Refunded if they show up. Ms. Uriguen asked for the type of vendors we may be looking for. Ms. Orenstein responded that we are looking for local vendors who may have a product to sell or a service to offer.

Equipment Orders

Ms. McGannon reported that she has received 3 quotes for tents, tables, and chairs that are higher than the price we paid in 2019. She is waiting for the quote from the company we used in 2019. It should be in tomorrow or Thursday. Generators and light towers will be requested once we find out how many the town can provide or borrow from surrounding towns. We will ask to use the town's supplier for port-a-johns. They have always been the lowest price in the past.

Moved by Mr. Lonergan, seconded by Mr. Ruospo to accept the committee reports as presented.

Vote: in favor by unanimous consent

Other Business

Volunteers: Michael Miller, volunteer coordinator in 2019, will set up the online sign-up form for volunteers to check bags at the entrance, clean tables in the food area, and monitor the carnival entrances to prevent any alcohol from leaving the beer and wine area.

Tee-shirts: Ms. Hughes is working with a vendor to select color and material.

Ice: Marc Lepore, commissioner from 2019, will arrange for the ice refrigerator again.

Recognition: IT Department will provide a laptop for us to scroll the Friends and Family Sponsors at Trumbull Day.

Moved by Mr. Ruospo, seconded by Ms. Dial to adjourn at 8:04 PM.

Vote: in favor by unanimous consent.

Next meeting: Tuesday, June 1, 2021 by Zoom